

Combination System Implementation Guide

VOLUME III
SECTION



This section contains general overview information and guidance for schools and other agencies who use EDEExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.

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Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDEExpress for Windows 2017-2018 (the free software package provided by the U.S. Department of Education [ED]).

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDEExpress 2017-2018 in combination with your own system or vendor-provided software.

EDEExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II* of the *2017-2018 COD Technical Reference*.

Each volume of the *2017-2018 COD Technical Reference* is available for download from the ED's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov as well as the Information for Financial Aid Professionals Web site (IFAP) located at ifap.ed.gov, as needed.

Gainful Employment Reporting Updates in EDEExpress 2017-2018

Schools must now provide academic program data part of Pell Grant, Direct Loan, and TEACH Grant disbursement records to satisfy Gainful Employment requirements. To facilitate the collection of new disbursement data elements by the COD System, we implemented multiple enhancements to the Pell Grant, Direct Loan, and TEACH Grant modules in EDEExpress 2017-2018.

Most significantly, we expanded the use of Program Profiles in all three modules as the chief method of adding or modifying multiple Gainful Employment data elements associated with disbursement records in EDEExpress. This update resulted in multiple related enhancements to the software, including modified external import record layouts, revisions to end-of-entry edits, and new entry functionality on the Disburse tab for all three modules.

For more information on Gainful Employment enhancements, see “Enhancements and Changes to EDEExpress for 2017-2018” later in this section.

New for 2017-2018! The Program Profile Code is now required when creating new Pell Grant, Direct Loan, and TEACH Grant records.

Retirement of MPN, MPN Manifest, and Disclosure Statement Print Functionality

Although the EDEExpress 2017-2018 Direct Loan module continues to include print functionality for MPNs, MPN manifests, and Disclosure Statements, do **not** print these documents using the software, as they do not conform to the most recent templates accepted by the COD System. MPNs, MPN manifests, and Disclosure Statements must now be printed outside of EDEExpress using a different system or completed by the borrower online at StudentLoans.gov Web site. The print functionality will be removed in EDEExpress 2018-2019.

For more information and guidance on the retirement of Direct Loan MPN, MPN manifest, and Disclosure Statement print functionality in EDEExpress, see the [October 27, 2016 electronic announcement](#) posted to the IFAP Web site.

The Higher Education Reconciliation Act of 2005 (the HERA)

In EDEExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students beginning on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program.

TEACH Grant

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of \$16,000 and graduate students may receive up to a graduate aggregate limit of \$8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides

information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDEExpress 2017-2018 functionality related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

What it Means to be a Combination User

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDEExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDEExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDEExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDEExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDEExpress. You can then export the information you need to your mainframe or third-party software from EDEExpress in the ASCII flat file format.

Schools planning to use EDEExpress 2017-2018 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2016-2017.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 474-7268 for Grants or (800) 848-0978 for Direct Loans. You can also e-mail CODSupport@ed.gov.

To keep your school database in synch with the COD System, we advise EDEExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDEExpress first, then submit the records to the COD System for processing.

Once your EDEExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site and minimize the risk of conflicting data between your system and the COD System.

You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site (cod.ed.gov).

Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDEExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2017-2018 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

Enhancements and Changes to EDEExpress for 2017-2018

The EDEExpress 2017-2018 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EDEExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDEExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2017-2018. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDEExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EDEExpress for 2017-2018. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EDEExpress.

We have implemented a number of enhancements in EDEExpress 2017-2018. These enhancements are listed below by module and software area.

Global

The following enhancements are available in EDEExpress 2017-2018 Global functionality (applicable to all EDEExpress modules):

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDEExpress to reference the 2017-2018 cycle. Message classes with cycle indicators are also updated for 2017-2018 in File Management (**Tools, Setup, Global, File Management**) and in various Import and Export dialog boxes throughout EDEExpress.
- **ISIR Analysis Tool Link Removed** – We removed the link to the ISIR Analysis Tool from the View menu (**View, FAA Access to CPS Online**). The ISIR Analysis Tool Web site was discontinued for the 2016-2017 cycle and forward.

EDEExpress 2017-2018, Release 1.0, posted in October 2016, includes the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for posting in April 2017, adds the Pell, Direct Loan, and TEACH Grant modules.

For more information regarding message classes used by the CPS in 2017-2018, see the Processing Codes section of the *2017-2018 EDE Technical Reference*. For more information regarding COD System message classes used by EDEExpress in 2017-2018, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

Application Processing

The following enhancements are available in the EDEExpress 2017-2018 Application Processing module:

ISIR Import, View, Print, File Format, and Query

- Updates for Early Start-Up and Use of “Prior-Prior Year” Data**
 - In fall 2015, President Obama announced two major changes to the FAFSA process. First, the President announced a change to the date when students and families can begin to submit a FAFSA. Traditionally, the FAFSA has become available on January 1 for the upcoming financial aid award year (July 1 through June 30). For example, the 2016-2017 FAFSA was available on January 1, 2016. Beginning with the 2017-2018 financial aid application cycle, the FAFSA will become available on October 1 of the year before the upcoming award year. Thus, 2017-2018 FAFSA filing will begin on October 1, 2016. By having the FAFSA available earlier, the financial aid process will generally coincide with the college admissions application and decision cycle, ideally allowing schools and states to provide financial aid information sooner to students and families.

Second, the President announced a change to the year for which tax information will be collected on the FAFSA. Traditionally, FAFSA applicants have provided income information from the prior tax year. For example, the 2016-2017 FAFSA collected 2015 income information. Beginning with the 2017-2018 FAFSA, the FAFSA will collect income information from one tax year earlier. This means that the 2017-2018 FAFSA will collect tax year 2015 income information and not 2016 information. Because of this change, most students will be able to complete their FAFSAs using information from a completed tax return.

We updated EDEExpress to accommodate both of these changes for the 2017-2018 cycle. These changes include updates to App Express functionality to allow earlier processing and receipt dates on ISIRs received from the CPS than prior cycles, as well as the retention of ISIR field labels referencing the 2015 tax year.

- SSI Field Labels Updated to Include Medicaid** – Medicaid benefits received by students and parents of dependent students are now collected on the FAFSA and used by the CPS as criteria, along with Supplemental Security Income (SSI), in determining auto-zero EFC and Simplified Needs Test eligibility. As a result of this change, the student and parent ISIR fields that were associated previously with SSI have been updated to include Medicaid in the field label in EDEExpress App Express functionality. For example, the student field that is printed on the ISIR is now labeled Medicaid or SSI.

Packaging

No major changes or enhancements are planned currently for the EDEExpress Packaging module for 2017-2018.

See the *2017-2018 ISIR Guide* and the *2017-2018 Summary of Changes for the Application Processing System* guide, available on the [IFAP](#) and [FSAdownload](#) Web sites, for detailed information on changes to the ISIR and NSLDS data elements on the ISIR for 2017-2018.

COD Setup

The following enhancements are available in COD Setup (**Tools, Setup, COD**) for 2017-2018:

- **Enrollment Status Field Relocated in Pell School Setup** – We relocated the Enrollment Status field in Pell School setup (**Tools, Setup, COD, School, Pell Payments**) to be outside of the “Enrollment Information – For School Use Only” section of the dialog box for clarity. The Enrollment Status value was optional in prior cycles, but is now required by EDEExpress to prepare Pell origination records for export to COD; it is also a required value on each individual disbursement record.

You are not required to provide a default value for Enrollment Status in Pell School setup, but doing so may save you data entry time in the future when creating Pell records in EDEExpress.

- **CIP Code Setup Expanded to Include CIP Code Year** – We added a new field, CIP Code Year, to CIP Codes setup (**Tools, Setup, COD, CIP Codes**). This new optional field enables you to provide the year associated with the CIP Code list that you used on the National Center for Education Statistics (NCES) Web site (<http://nces.ed.gov/ipeds/cipcode>) to locate the CIP Code you are defining.

When you add a CIP Code to any Program Profile in setup, the CIP Code Year associated with the CIP Code is used automatically in the Program Profile; the CIP Code Year is then assigned to any Pell, Direct Loan, and TEACH Grant records created using the Program Profile. The CIP Code Year is also included in exports of the COD Common Record for all Pell, Direct Loan, and TEACH Grant anticipated and actual disbursement records.

- **CIP Code Fields, Inactive Field Added to Program Profile Setup** – We have expanded the use of the Program Profile throughout the EDEExpress Pell, Direct Loan, and TEACH Grant modules as a quick, efficient means of updating multiple required data elements with minimal data entry effort. You are now required to provide a Program Profile Code when creating a Pell, Direct Loan, or TEACH Grant record in EDEExpress, regardless of the method you are using to create the record.

To accommodate these changes, the following enhancements are available in Program Profile setup (**Tools, Setup, COD, Program Profiles**):

- We added the CIP Code and the new CIP Code Year fields to Program Profile setup. Any CIP Code values you define in CIP Codes setup are available for selection in Program Profiles setup.

We eliminated the Enrollment Status value of **5** (Other) from EDEExpress 2017-2018. Valid values are **1** (Full Time), **2** (Three Quarter Time), **3** (Half Time), and **4** (Less Than Half Time).

If you use Prior Year Import in EDEExpress 2017-2018 to pull your Pell School setup parameters forward from EDEExpress 2016-2017, note that the default Enrollment Status will be set to blank in EDEExpress 2017-2018 if you used **5** (Other) in EDEExpress 2016-2017.

The new CIP Code Year field defaults to **2010** in CIP Codes setup, which is the year of the most recent CIP Codes list on the NCES Web site. You can update the CIP Code Year value to a different year (in CCYY format) if needed. You can also define the same CIP Code multiple times with different CIP Code Year values.

The individual fields comprising each Program Profile were required for Direct Loan records in EDEExpress 2016-2017 to satisfy reporting requirements addressing the 150% Direct Subsidized loan limits. These fields now also address Gainful Employment reporting requirements for Pell, Direct Loan, and TEACH Grant records.

Beginning with the 2017-2018 Award Year, you are required to provide a CIP Code on each Pell anticipated and actual disbursement record. Previously, the CIP Code was only required for Direct Loan and TEACH Grant records.

To modify the CIP Code or CIP Code Year on a record, you now need to change the Program Profile Code on the Disburse tab to a different code associated with the Program Profile that has the correct CIP Code or CIP Code Year values.

Any Program Profiles imported from EDEExpress 2016-2017 using Prior Year Import will be designated as Inactive in Program Profiles setup in EDEExpress 2017-2018, as the profiles will not have a CIP Code or CIP Code Year value.

In prior years, EDEExpress required that you add the CIP Code (where required) separately to Pell, Direct Loan, and TEACH Grant records through the various entry or import methods available in the software; by incorporating the CIP Code and CIP Code Year values into Program Profile setup, both values are now assigned to Pell, Direct Loan, and TEACH Grant records as part of the Program Profile Code you designate when you add the record.

- We expanded the Program Profile Code to a maximum of 25 characters, with valid content of A-Z, 0-9, and spaces for any character except the first character. This change allows you to define a larger number of Program Profiles covering your student population and programs.
- We added an Inactive checkbox to the Program Profiles setup dialog box. This checkbox is selected if you import Program Profiles from your EDEExpress 2016-2017 database using Prior Year Import functionality and the Program Profile is missing required information for 2017-2018. After you review the Program Profile, add required field values, and save the record, the Inactive checkbox is cleared and the Program Profile can be used.
- We updated valid field content for the Published Program Length. If you select Months or Years as the measurement unit for the Published Program Length field, valid values are now **0-99,999**.

Pell Grant

The following enhancements are available in the EDEExpress 2017-2018, Release 2.0 Pell module:

Pell Import

Program Profiles are not module-specific; you can use the same profiles on Pell, Direct Loan, and TEACH Grant records if the field values they contain apply to each award type.

If you typically create multiple Pell records by importing ISIR data, and you prefer to adjust the Program Profile Code values on the records at a later point, consider creating a temporary "placeholder" Program Profile Code that you assign to records upon initial creation. You can adjust the Program Profile Code on the records to the appropriate value manually on the Disburse (Pell Grant) tab, using Pell Multiple Entry, or by importing an external origination change file.

- **Program Profile Code Required to Create Pell Records Using Import** – To help ensure you are providing the necessary Gainful Employment data, you are now required to provide a Program Profile Code when using the Pell import process (**File, Import, Pell**) to create or modify Pell records in EDEExpress. Note the following related enhancements:
 - We added the Program Profile Code as a required field in the Pell Import dialog box when you select Origination Data-ISIRs as the import Type. You can either type the Program Profile Code you want to apply to the records you are importing, or you can click the ellipsis button (...) next to the field to select from codes you defined in Program Profiles setup.
 - We revised the secondary dialog box that appears after you initiate an import of ISIR data to remove the CIP Code column and add Program Profile Code as a column. You can use this dialog box to adjust values on individual records before they are imported to create new Pell records.

- We removed the CIP Code field from the Pell Import dialog box for the Origination Data-ISIRs Import Type. With the incorporation of the CIP Code field (and the new CIP Code Year field) into Program Profiles setup, you no longer need to add CIP Code information separately to Pell records; the CIP Code fields on the Pell records you create will be updated automatically with the values associated with the Program Profile Code.
- We updated the Pell External Origination Add/Change (PGE0180P) record layout to add the Program Profile Code as a required field for new records and to remove the CIP Code field. If you adjust the Program Profile Code for an existing Pell record using a PGE0180P file, the new Program Profile Code you provide is assigned to all remaining anticipated disbursements and any new sequence numbers you add to existing actual disbursements.
- We updated the Pell External Disbursement Add/Change (PGED180P) record layout to add the Program Profile Code and to remove the CIP Code field. You can adjust the Program Profile Code on individual actual disbursement numbers 1-20.
- **Enrollment Status Now Required in External Imports -** We updated the Pell External Origination Add/Change (PGE0180P) and Pell External Disbursement Add/Change (PGED180P) record layouts to add required enrollment status fields. These date fields reflect the student's Enrollment Status on the Pell origination record (for the PGE0180P field) or on each Pell disbursement record (for the PGED180P fields tied to disbursement numbers 1-20). The enrollment status was optional in prior cycles but is required for the 2017-2018 Award Year for each Pell disbursement.
- **Enrollment Status Effective Date Added to External Imports –** We updated the Pell External Origination Add/Change (PGE0180P) and Pell External Disbursement Add/Change (PGED180P) record layouts to add optional Enrollment Status Effective Date fields. These date fields reflect the effective date for the Enrollment Status value associated with the Pell origination record (for the PGE0180P field) or with each Pell disbursement record (for the PGED180P fields tied to disbursement numbers 1-20).
- **Program Attendance Begin Date Added to External Imports –** We updated the Pell External Origination Add/Change (PGE0180P) and Pell External Disbursement Add/Change (PGED180P) record layouts to add optional Program Attendance Begin Date fields. These date fields reflect when the student began attending classes for the program covered by the Pell award value associated with the Pell origination record (for the PGE0180P field) or with each Pell disbursement record (for the PGED180P fields tied to disbursement numbers 1-20).

Adjusting the Program Profile Code for a Pell actual disbursement record using a PGED180P file does not change the Program Profile Code assigned to other anticipated or actual disbursements on the record.

If you create Pell records using ISIR import, the Enrollment Status field on the origination record and anticipated disbursements is updated automatically with the default Enrollment Status value (if defined) for the Attended Campus ID in Pell School setup.

The new Program Attendance Begin Date and Enrollment Status Effective Date fields are optional for the 2017-2018 Award Year and are not required by or stored on the COD System. If you do not want to report these dates, leave the associated fields blank in EDEExpress.

Pell Entry

The values from the Program Profile you select are used to update required data fields associated with each disbursement created for the Pell record, including CIP Code, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- **Add Pell Record Dialog Box Updated to Incorporate Program Profile Code and Program Attendance Begin Date Fields** – We updated the Add Pell Record dialog box (which is accessible by clicking **Record**, **Add** or the + sign on the toolbar from the Origination tab) to add the Program Profile Code as a required field and Program Attendance Begin Date as an optional field.

You are now required to provide a Program Profile Code when creating new Pell records in EDEExpress. The Program Profile Code must already exist in Program Profiles setup. In the Add Pell Record dialog box, you can click the ellipses (...) button next to the Program Profile Code field to view and select from a grid of available profiles established in setup.

- **Enrollment Status Updated to Required Field, Valid Values Revised** – We relocated the Enrollment Status field on the Origination (Pell Grant) tab to be outside of the “Enrollment Information – For School Use Only” section of the dialog box for clarity. The Enrollment Status value was optional in prior cycles, but is now required by EDEExpress to prepare Pell origination records for export to COD; it is also a required value on each individual disbursement record.

We also eliminated the Enrollment Status value of **5** (Other) from EDEExpress 2017-2018. Valid values are **1** (Full Time), **2** (Three Quarter Time), **3** (Half Time), and **4** (Less Than Half Time).

- **Enrollment Status Effective Date Added to Origination Tab, Multiple Entry** – We added the new Enrollment Status Effective Date field to the Origination tab and Pell Multiple Entry (**Process, Multiple Entry, Pell**). This field is optional and is not required by the COD System for Pell records for the 2017-2018 Award Year.
- **CIP Code Removed from Origination tab, Multiple Entry** – Due to the integration of the CIP Code field into Program Profiles setup, we removed the CIP Code field from the Origination tab and Pell Multiple Entry. When creating new Pell records, you must select a Program Profile Code that includes the appropriate CIP Code. To modify the CIP Code assigned to a Pell record, you must update the Program Profile Code on the Disburse (Pell Grant) tab to a different Program Profile Code that contains the appropriate CIP Code.
- **Disburse Tab Modified for Entry of Gainful Employment Fields** – We updated the Disburse tab to incorporate a new section above the entry grid for adding or modifying new Gainful Employment fields associated with each Pell disbursement record. The Gainful Employment section includes the required Program Profile Code and Enrollment Status fields and the optional Program Attendance Begin Date and Enrollment Status Effective Date fields.

To select a Program Profile for the disbursement, you can either enter the Program Profile Code or click the ellipsis (...) button next to it to view a list of available codes from Program Profile setup.

To add a new disbursement number that does not exist currently for the Pell record, verify or enter the values in the Gainful Employment section, click **Add**, complete the entry of the disbursement's information (such as the disbursement amount and date) in the grid, then save the record.

To modify Gainful Employment data associated with an existing disbursement, select the disbursement number, update the appropriate values in the Gainful Employment section, then click **Add**. The updated information is applied to the appropriate sequence number for the disbursement and the new values are displayed in the grid.

- **Program Profile Code, New Date Fields Added to Multiple Entry** – We updated Pell Multiple Entry to add the new Program Profile Code, Program Attendance Begin Date, and Enrollment Status Effective Date fields associated with Pell disbursements. If you select Program Profile Code or Program Attendance Begin Date for updates, all other disbursement-related fields in Pell Multiple Entry are selected automatically (although you are not required to modify every field selected).
- **Valid Date Ranges Revised for Payment Period Start Date and Enrollment Date** – To conform with regulatory requirements, we expanded the valid date range for the Payment Period Start Date and Enrollment Date fields in the Pell module. In prior cycles, EDEExpress prevented you from entering a date prior to January 1 of the applicable cycle year (e.g., January 1, 2016 for 2016-2017). For 2017-2018, both fields will allow a date between 10/1/2016 and 6/30/2018.
- **End-of-Entry Edit 1690 Expanded to Include Gainful Employment Disbursement Fields** – We expanded Pell end-of-entry edit 1690 to cover the new Gainful Employment fields associated with Pell disbursement records. End-of-entry edit 1690 prevents the addition of a new sequence number for a Pell actual disbursement if the adjusted values are identical to those of the current highest sequence number.

The Retrieve dialog box for Program Profile Code (accessible by clicking the ellipsis button) lists fields and values associated with the code, such as CIP Code. Using this function can help you more easily and quickly identify the appropriate Program Profile Code for the Pell record.

You must adjust at least one of the following Pell actual disbursement values before EDEExpress allows you to add a new sequence number: Amount Submitted, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Payment Period Start Date, Program Attendance Begin Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, or Weeks Program Academic Year.

For each Pell disbursement, the Gainful Employment Records Report lists the disbursement's Published Program Length (including Units), Weeks Program Academic Year, Special Programs, Program Credential Level, Program Attendance Begin Date, CIP Code, CIP Code Year, Enrollment Status, and Enrollment Status Effective Date.

We also removed the deleted CIP Code field associated with the Origination tab from Pell Browse, Pell Query, and Pell File Formats setup. The CIP Code field associated with Pell disbursements is still available in these software areas, although the assigned value is now controlled via the Program Profile Code assigned to the record.

The Program Profile Code itself is an EDEExpress-only field and is not sent to the COD System. However, EDEExpress exports the field values associated with the Program Profile assigned to the loan record to the COD System in the COD Common Record (CRAA18IN).

Pell Print, Browse, File Formats, and Query

- **Gainful Employment Records Report Added** – We added a new report called the Gainful Employment Record Report, which you can print from the Pell Print dialog box (**File, Print, Pell**). This report lists Gainful Employment field values associated with Pell anticipated and actual disbursements in your database. You can print this report for a single student or multiple students.

When printing for multiple students, you can select a Program Profile Code in the Print dialog box and limit the report to Pell records associated with that code. You can also sort report results by award ID, SSN, or last name.

- **Gainful Employment Fields Integrated into Origination Record Report and Other Pell Functionality** – We integrated the new Gainful Employment fields into other functions throughout the Pell module, including the following areas:
 - The Pell Origination Record report now displays current Gainful Employment values in the origination and disbursement sub-sections.
 - We updated Pell Browse (**Tools, Browse, Pell**) to add the new optional Enrollment Status Effective Date field to the Origination tab and other new Gainful Employment fields to the Disbursements tab.
 - We updated Pell Query (**Tools, Query, Pell**) to add Program Profile Code and new disbursement fields related to Gainful Employment.
 - We updated File Formats setup (**Tools, File Formats, Pell**) to add Program Profile Code and new disbursement fields related to Gainful Employment.

Direct Loan

The following enhancements are available in the EDEExpress 2017-2018, Release 2.0 Direct Loan module:

Direct Loan Import

- **Import Modifications Facilitate Gainful Employment Reporting** – As with the Pell and TEACH Grant modules, you are now required to provide a Program Profile Code when using the import process (**File, Import, Direct Loan**) to create or modify Direct Loan records in EDEExpress to help ensure you are providing the necessary Gainful Employment data. Note the following related enhancements:
 - The existing Program Profile Code field in the Direct Loan import dialog box for the Loan Data – ISIRs and Loan Data – Packaging import types is now required and must be updated to initiate an import. You can either type the Program Profile Code you want applied to the records you are importing, or you can click the ellipsis button (...) next to the field to select from codes you defined in Program Profiles setup.

- We added the new optional Program Attendance Begin Date field to the Import dialog box for the ISIR and Packaging import types. This date field reflects when the student began attending classes for the program covered by the Direct Loan.
- We removed the CIP Code field from the Direct Loan Import dialog box for all applicable import types. With the incorporation of the CIP Code field (and the new CIP Code Year field) into Program Profiles setup, you no longer need to add CIP Code information separately to Direct Loan records; the CIP Code fields on the records you create will be updated automatically with the values associated with the Program Profile Code.
- We revised the secondary dialog box that appears after you initiate an import of ISIR data to remove the CIP Code column and add the optional Program Attendance Begin Date as a column. You can use this dialog box to adjust values on individual records before they are imported to create new Direct Loan records.
- We updated the Direct Loan External Add (DIEA18OP) record layout to make the Program Profile Code a required field for new records and to remove the CIP Code field. We also added the optional Enrollment Status Effective Date and Program Attendance Begin Date fields to the layout.
- We updated the field change numbers available for the Direct Loan External Change (DIEC18OP) record layout to add numbers for the new Enrollment Status Effective Date (S027) and Program Attendance Begin Date (S028) fields and to remove the CIP Code field change number. You can use these new field numbers to adjust these optional date fields on individual actual disbursement numbers 1-20.
- **Gainful Employment, Enrollment Status Fields Added to PLUS Application Acknowledgment Import Type** – We updated the Import dialog box for the PLUS Application Acknowledgment (CRSP18OP) import type to add required Program Profile Code and Enrollment Status (labeled Default Enrollment Status) fields, as well as the new optional Enrollment Status Effective Date and Program Attendance Begin Date fields.

If you typically create multiple Direct Loan records by importing ISIR or Packaging data, and you prefer to adjust the Program Profile Code values on the records at a later point, consider creating a temporary “placeholder” Program Profile Code that you assign to records upon initial creation. You can adjust the Program Profile Code on the records to the appropriate value manually on the Disburse (Direct Loan) tab, using Direct Loan Multiple Entry, or by importing an external change file.

Although the new Enrollment Status Effective Date is optional for Direct Loan records, the Enrollment Status continues to be required for origination for all loan types. Valid values are **F** (Full Time), **Q** (Three Quarter Time), or **H** (Half Time).

Direct Loan Entry

- **Add Loan Dialog Box Updated to Incorporate Program Profile Code, Other Gainful Employment Fields** – We updated the Add Pell Record dialog box (which is accessible by clicking **Record, Add** or the + sign on the toolbar from the Origination tab) to add the Program Profile Code and Enrollment Status as required fields and the Enrollment Status Effective Date and Program Attendance Begin Date as optional fields.

If the student already has one or more existing Direct Loan records in EDEExpress, the software pre-fills the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date fields in the Add Loan dialog box with the values from the most applicable existing loan record based on origination status, most recent update date and time, and other criteria.

You are now required to provide a Program Profile Code when creating new Direct Loan records in EDEXpress. The Program Profile Code must already exist in Program Profiles setup. In the Add Loan dialog box, you can click the ellipses (...) button next to the Program Profile Code field to view and select from a grid of available profiles established in setup.

- **Fields Relocated from Origination Sub-Tab to Disburse Tab** – We removed fields from the Usage Limit Applies Info sub-tab of the Origination tab that are now controlled solely through Program Profiles, related to Gainful Employment requirements, or otherwise tied to specific reporting requirements for Direct Loan disbursements and relocated them to the Disburse tab. The fields removed from the sub-tab include Program Profile Code, Enrollment Status, CIP Code, Published Program Length (and Units), Program Credential Level, Special Programs, and Weeks Program Academic Year.

The Retrieve dialog box for Program Profile Code (accessible by clicking the ellipsis [...] button) lists fields and values associated with the code, such as CIP Code. Using this function can help you more easily and quickly review the Gainful Employment information being reported for the record.

Concurrently, we modified the top half of the Disburse tab to add fields for updating the required Program Profile Code and Enrollment Status fields, as well as the optional Enrollment Status Effective Date and Program Attendance Begin Date fields. The current Program Profile Code assigned to the record is displayed in a new Loan Information section above the Disburse tab grid, while the Enrollment Status and new date fields are displayed in a grouping adjacent to the Loan Information section.

We also added display-only columns for the Program Profile Code, Enrollment Status Effective Date, and Program Attendance Begin Date to the Disburse tab grid, enabling you to view the field values associated with each sequence number.

- **Disbursement Adjustment Process Updated to Include Gainful Employment Fields** – We updated the disbursement adjustment process to enable users to modify Gainful Employment information conveyed by the Program Profile and other new fields quickly and easily on the Disburse tab. Note the following related updates:
 - To select or modify the Program Profile for the disbursement, you can either enter the Program Profile Code or click the ellipsis (...) button next to it to view a list of available codes from Program Profile setup that you can select from.
 - You can add or modify the Enrollment Status Effective Date and Program Attendance Begin Date in the new fields provided above the grid.
 - If you need to manually adjust the Program Profile Code, Enrollment Status, or either of the new date fields for an actual disbursement on the Disburse tab, you should always modify and save the updates to these fields first, then enter other adjustments to the disbursement number if needed, such as the disbursement amount, disbursement date, and other field values. When you click the **Add Disbursement** button, the modified Program Profile Code, Enrollment Status, and date values you saved previously are added to the grid for the new sequence number.

Adjustments to the Program Profile Code and new date fields for an actual disbursement are also applied automatically to any remaining anticipated disbursements.

- **Date Fields, Program Profile Code Added to Multiple Entry for Disbursement Updates** – We updated Direct Loan Multiple Entry to add the new optional Program Attendance Begin Date and Enrollment Status Effective Date fields associated with Direct Loan disbursements. We also updated the existing Program Profile Code field in the Fields/Records Selection dialog box grid to modify the corresponding Disburse tab field.
- **End-of-Entry Edits 1220 and 3042 Expanded to Include Gainful Employment Disbursement Fields** – We expanded Direct Loan end-of-entry edits 1220 and 3042 to cover the new Gainful Employment fields associated with Direct Loan disbursement records.
 - End-of-entry edit 1220 prevents the addition of a new sequence number for a Direct Loan actual disbursement if the adjusted values are identical to those of the current highest sequence number.
 - End-of-entry edit 3042 prevents adjustments to Direct Loan disbursement values if the disbursement number's current status is not **A** (Accepted by COD) or **B** (Batched to send to COD).

If you select Program Profile Code or either new date field for updates, all other disbursement-related fields in Direct Loan Multiple Entry are selected automatically (although you are not required to modify every field selected) and will update the loan record similarly to an adjustment entered on the Disburse tab.

Refer to *Volume III, Section 4: Combination System Edits* of this technical reference for more information on Direct Loan, Pell, and TEACH Grant end-of-entry edits in EDEExpress 2017-2018.

Direct Loan Print, Browse, File Format, and Query

- **Gainful Employment Records Report Added** – We added a new report called the Gainful Employment Record Report, which you can print from the Direct Loan Print dialog box (**File, Print, Direct Loan**). This report lists Gainful Employment field values associated with Direct Loan anticipated and actual disbursements in your database. You can print this report for a single student or multiple students and sort report results by last name, SSN, or loan ID.
- **Gainful Employment Fields Integrated into Origination Record Report and Other Direct Loan Functionality** – We integrated the new Gainful Employment fields into other functions throughout the Direct Loan module, including the following areas:
 - The Direct Loan Origination Record report now includes a separate page that provides Gainful Employment values associated with each disbursement record.
 - We updated Direct Loan Browse (**Tools, Browse, Direct Loan**) to add the new optional Enrollment Status Effective Date field to the Sub/Unsub, PLUS, and Grad PLUS tabs and other new Gainful Employment fields to the Disbursements tab.
 - We updated Direct Loan Query (**Tools, Query, Direct Loan**) to add Program Profile Code and other disbursement-level fields related to Gainful Employment for selection.
 - We updated File Formats setup (**Tools, File Formats, Direct Loan**) to add Program Profile Code and other disbursement-level fields related to Gainful Employment.

EDEExpress 2017-2018 also includes new Pell and TEACH Grant versions of the Gainful Employment Records report.

You can also create queries for the new Program Attendance Begin Date and Enrollment Status Effective Date fields associated with anticipated and actual disbursements.

TEACH Grant

See the *TEACH Grant Appendix* at the end of this document for information on enhancements to the TEACH Grant module in EDEExpress 2017-2018.

Business Rules

The following issues may affect your combination system:

- 2017-2018 COD Message Class Options
- 2017-2018 Updates to Valid Date Ranges
- Direct Loan Fields Required for Origination
- Direct Loan Ancillary Services (for example, where to mail an MPN)
- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

2017-2018 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2017-2018 Common Record Message class options include:

- Non-program-specific and non-award year-specific (COMRECIN and COMRECOP)
- Award year-specific and non-program-specific (Option selected by EDEExpress)
- Program-specific and non-award year-specific
- Award year-specific and program year-specific

EDEExpress 2017-2018 is using the award year-specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2017-2018 Message Class	Data Description
CRAA18IN	COD Common Record data sent to the COD System from EDEExpress
CRAA18OP	COD Response from the COD System to EDEExpress
CRRC18OP	COD Receipt from the COD System to EDEExpress

The award year-specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDEExpress. EDEExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions, such as a Pell negative disbursement or a Direct Loan MPN response, to all schools in award year-specific message classes.

All message classes used by EDEExpress 2017-2018 are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

2017-2018 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2017-2018 processing cycle. These updates affect EDEExpress edits and valid field content. Below is the listing of updated 2017-2018 date ranges.








Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✓			Enrollment Date	10/01/2016 to 06/30/2018
✓			Payment Period Start Date	10/01/2016 to 06/30/2018
✓			Disbursement Date	01/01/2017 to 09/30/2023 Note: Although EDEExpress accepts any date on or after 01/01/2017, the valid 2017-2018 date range for Pell Grant disbursement records is from the date the 2017-2018 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2023.
		✓	Award Begin Date	06/30/2018 or earlier*
		✓	Award End Date	07/01/2017 or later*
		✓	Academic Year Start Date	06/30/2018 or earlier
		✓	Academic Year End Date	07/01/2017 or later
		✓	Disbursement Date	06/21/2014 to 12/28/2021
		✓	Date of Birth	01/01/1918 to 12/31/2009
	✓		Enrollment Date	01/01/2017 or later
	✓		Payment Period Start Date	01/01/2017 or later
	✓		Disbursement Date	01/01/2017 or later

* **Important Note:** EDEExpress allows you to adjust the Loan Period Start Date or End Date associated with a loan to be after June 30, 2018 or before July 1, 2017, respectively, if the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).

Direct Loan Fields Required for Origination

Certain data must be present on a Direct Loan record before it can be originated in EDEExpress. Saving (but not originating) a loan record without all of these fields may be possible.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✔, if borrower's First Name is blank	✔, if student's First Name is blank	✔, if student's First Name is blank
Student's First Name	✔, if borrower's Last Name is blank	✔, if student's Last Name is blank	✔, if student's Last Name is blank
Student's Permanent City		✔	✔
Student's Permanent State		✔	✔
Student's Permanent Zip Code		✔	✔
Student's Current SSN	✔	✔	✔
Original SSN	✔	✔	✔
Student's Date of Birth	✔	✔	✔
Student's Citizenship Status	✔	✔	
Dependency Status	✔	✔	✔
Student Eligibility Code	✔	✔	✔
CPS Transaction #	✔	✔	✔
School Code	✔	✔	✔
Loan Enroll OPE ID	✔	✔	✔
Loan ID	✔	✔	✔
Loan Amount Approved	✔	✔	✔
Disbursement Profile Code*	✔	✔	✔
College Grade Level	✔	✔	✔
Loan Period End Date	✔	✔	✔
Loan Period Start Date	✔	✔	✔
Academic Year End Date	✔	✔	✔
Academic Year Start Date	✔	✔	✔
Student's Loan Default/Grant Overpayment	✔		
Borrower's Loan Default/Grant Overpayment	✔	✔	✔
Borrower's Date of Birth	✔		
Borrower's Permanent State	✔		
Borrower's Current SSN	✔		
Borrower's Permanent City	✔		
Borrower's Permanent ZIP Code	✔		
Borrower's First Name	✔, if student's First Name is blank		
Borrower's Last Name	✔, if student's Last Name is blank		

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Borrower's Citizenship Status			
Program Profile Code**			
Enrollment Status			

*** Note:** See “Importing Disbursement Profiles into EDEExpress” later in this guide for more information on how you can use disbursement profile codes to define the anticipated disbursement information required to originate loan records in EDEExpress.

**** Note:** The Program Profile Code assigned to the loan record controls the current values reported to the COD System for the following fields: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. The Program Profile itself is an EDEExpress-only field and is not reported to the COD System.

Direct Loan Ancillary Services

Important Note! Do not use MPN, MPN Manifest, and Disclosure Statement print functionality in EDEExpress 2017-2018. See the October 27, 2016 electronic announcement on the IFAP Web site for more information.

Borrowers of Direct Subsidized, Unsubsidized, PLUS, and Grad PLUS loans can complete a paper MPN or an electronic MPN at StudentLoans.gov. If a borrower completes the electronic MPN, an MPN Response (CRPN18OP) is sent to the appropriate school. Borrowers can still complete a paper MPN, but you should no longer use EDEExpress to print MPNs or related documents. Paper MPNs (like those obtained from the FSAPubs Web site) can be completed by a borrower and then mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to the COD System by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

For 2017-2018, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

- Regular Mail

US Department of Education
P.O. Box 5692
Montgomery, AL 36103-5692
1-800-848-0978

- Overnight Delivery

US Department of Education
100 Capitol Commerce Center Blvd.
Suite 160
Montgomery, AL 36117

MPNs for subsidized and unsubsidized loans, MPNs for PLUS loans, and MPNs for Grad PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code.

After a batch of MPNs is received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to the COD System.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDEExpress.

Direct Loan MPN, PLUS Credit Requirements Met, and Disclosure Statement

This section describes the EDEExpress processes regarding Direct Loan MPNs, as well as the PLUS Credit Requirements Met field and the disclosure statement.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. You should ensure that you are using the most recent version of the Direct Loan PLUS MPN. When you select the report type to print, the following statements print in Section A:

Report Type	Printed Statement
MPN-PLUS	I am a Parent of a Dependent Undergraduate Student
MPN-Grad PLUS	I am a Graduate or Professional Student

Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDEExpress.

Since MPN manifest functionality is being discontinued in EDEExpress, do not use the MPN Manifest print option in EDEExpress 2017-2018.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference*.

MPNs, MPN Manifests, credit status information, and disclosure statements for Grad PLUS loans are processed following the same rules and guidelines as PLUS loans for parent borrowers.

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* for complete details regarding Direct Loan Master Promissory Notes.

First, EDEExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDEExpress for a student, EDEExpress reviews the MPN status of the existing loan.

IF...	THEN...
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A , P , S , M , or T)	EDEExpress updates the MPN status of the originating loan to T , assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists (R , N , I , E , or C)	EDEExpress sets the MPN status of the originating loan to R , ready to print, and a new MPN can be printed

EDEExpress MPN Statuses: **N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S**, or **M**), **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed

When no other loans for a student exist within EDEExpress, EDEExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDEExpress.

IF...	THEN...
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System (A)	EDEExpress updates the MPN of the originating loan to T , assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN (I , E , C , N , or U)	EDEExpress sets the MPN status of the originating loan to R , ready to print, and a new MPN can be printed

ISIR Direct Loan MPN Flag: **A:** Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDEExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at the COD System for the borrower. When the MPN status is set to **T**, EDEExpress does not require the printing of an MPN for that PLUS or Grad PLUS loan. Importing the COD Response for an accepted PLUS or Grad PLUS loan updates EDEExpress with the MPN status on file at the COD System.

Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools *not* eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDEExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a **Y**. Loan records not linked to an MPN on file at the COD System have an **N** in the MPN link indicator field.

Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDEExpress looks for other originated loans for the student with the same academic year within EDEExpress to determine the MPN status.

For schools implementing single-year functionality the ISIR Direct Loan MPN flag is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

IF...	THEN...
No other loans exist for this student within EDEExpress	EDEExpress sets the MPN status of the originating loan to R , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do not match the loan being originated	EDEExpress sets the MPN status of the originating loan to R , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDEExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A , P , S , M , or T)	EDEExpress updates the MPN status of the originating loan to T and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists (R , N , I , E , or C)	EDEExpress sets the MPN status of the originating loan to R , ready to print, and a new MPN can be printed

N: Not ready to print (sub/unsub only), **R**: Ready to print, **P**: Printed or request to print sent to COD, **S**: Signed & returned (available when current value is **P**), **M**: Manifested, **A**: MPN Accepted by COD, **X**: MPN Pending, **T**: Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S**, or **M**), **I**: Inactive, **E**: Inactive/Endorser, **C**: Closed

Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

Importing the MPN Status from the COD System

Both the Common Record Response (CRAA18OP) and the MPN Response (CRPN18OP) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (CRAA18OP), EDEXpress updates the MPN status of a loan record according to the following logic:

IF The COD System's MPN Status Imported is:	AND EDEXpress MPN Status is:	THEN EDEXpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	T = MPN Exists *	R = Ready to print
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

* **Note:** Upon import of a Common Record Response with a COD System MPN Status of **R** or **P**, the EDEXpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **T**. If the EDEXpress MPN Status is a value other than **T**, the record is not updated as a result of importing a Common Record Response with a COD System MPN Status of **R** or **P**.

Upon import of the MPN Response (CRPN18OP), EDEExpress updates the MPN status of a loan as follows:

IF The COD System's MPN Status Imported is:	AND EDEExpress MPN Status is:	THEN EDEExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	M = Manifested * <i>or</i> T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	M = Manifested *	X = Pending at the COD System
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

*** Note:** When importing an MPN Response with a COD System MPN Status of **R**, the EDEExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **M** or **T**. When importing an MPN Response with a COD System MPN Status of **P**, the EDEExpress loan record's MPN status is updated to **X** *only* if the loan record's existing MPN Status is **M**.

Valid MPN

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

The MPN Expiration Date is returned in the Common Record Response file (CRAA18OP) or the MPN Response file (CRPN18OP) by the COD System. When the MPN Expiration Date exists in the imported response file, EDEExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN, a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of **R** (MPN not on file) is returned in the Response to the school.

The Credit Decision value is not taken into consideration by EDEExpress when determining if a PLUS or Grad PLUS borrower has met all credit-related requirements to receive actual disbursements. EDEExpress only checks to ensure the Credit Requirements Met value is **True**.

The Credit Requirements Met field helps you determine if a PLUS or Grad PLUS borrower has completed all necessary credit-related requirements to receive an actual disbursement; for borrowers with adverse credit check results, this includes either obtaining an approved endorser or appealing the decision successfully by documenting extenuating circumstances, as well as completing the PLUS Counseling process on StudentLoans.gov.

The Credit Requirements Met field is also provided in the Common Record Response (CRAA18OP), Web-Generated Response (CRWB18OP), and PLUS Application Acknowledgment (CRSP18OP).

Generating Disclosure Statements

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* for more information.

PLUS Credit Requirements Met

You can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. If the borrower passes the online credit check, you can enter a Credit Requirements Met value of **True** in EDEExpress on the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab. You can also record the date you performed the credit check in the Credit Decision Date field.

When importing a Common Record Response (CRAA18OP) for a PLUS or Grad PLUS loan, the Credit Requirements Met value for the loan is updated in EDEExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has a Credit Requirements Met value of **True**.

When a PLUS or Grad PLUS borrower fails a credit check and appeals the results by documenting extenuating circumstances or submitting an Endorser Addendum, a Credit Status Response (CRCS18OP) is generated by the COD System to indicate whether the borrower has met credit requirements, including the completion of PLUS counseling on the StudentLoans.gov Web site.

Valid values for the Credit Requirements Met field are **True** or blank (False). You should monitor the Credit Requirements Met (in combination with other field values displayed on the Credit/PLUS App Info sub-tab) to determine if and when the borrower has completed all necessary steps to receive actual loan disbursements for the PLUS or Grad PLUS loan.

In EDEExpress 2017-2018, a PLUS or Grad PLUS loan must have a Credit Requirements Met value of **True** to be eligible for actual disbursements.

When the COD System sets the Credit Requirements Met value to **True**, it attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN18OP) is generated to communicate the updated MPN status. Upon importing the MPN Response file, EDEExpress updates the MPN status for the PLUS or Grad PLUS loan.

Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans) and can be printed by the COD System or a school.

EDEExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of **o** = Onsite (school prints) within EDEExpress is translated to a disclosure statement print code of **s** (school prints and sends to borrower) in the Common Record export file that you send to the COD System.

System Options

To help you decide how best to incorporate EDEExpress, consider the following questions.

Grant and Loan Volume	How large is the grant and loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available to develop a system?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options.

EDEExpress for Windows

EDEExpress is a comprehensive financial aid management system provided at no cost by ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, prints MPNs, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDEExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDEExpress Help system for assistance.

The EDEExpress software and its associated user documentation are available for download from fsadownload.ed.gov.

Combination EDEExpress/Custom System

You can use any of the processing functions provided by EDEExpress in conjunction with external systems or software from another vendor.

EDEExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDEExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems used for registration or accounting are potential providers of data to EDEExpress. EDEExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDEExpress can be exported for use in other on-campus systems.

Benefits to Using EDEExpress

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDEExpress 2017-2018:

- Is fully XML-compliant, allowing you to exchange data with the COD System
- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System
- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus
- Offers a powerful, structured query language (SQL)-based query function for extracting data
- Offers a user-friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

PC Requirements for EDEExpress

For PC requirements, see the Installation Guide for EDEExpress (year specific), available on fsadownload.ed.gov, or contact CPS/SAIG Technical Support at CPSSAIG@ed.gov or

- (800) 330-5947
- (800) 511-5806 (TDD/TTY)

The Basic Process for Combination Systems

As you review your processing methods and current use of EDEExpress, or if you are considering using EDEExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDEExpress and the mainframe or my other financial aid management software?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDEExpress and the COD System in a combination system environment could be similar to these:

1. In EDEExpress, import an ASCII file of records from the mainframe using the Import External Add function.
2. Update records in EDEExpress by importing an ASCII file from the mainframe using the Import External Change function.
3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.
4. Export the information from EDEExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).
5. Receive Common Records Receipts and Responses from the COD System through the SAIG.

For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDEExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

The request that EDEExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDEExpress, the COD System returns a Full Response.

6. Import the Receipts and Responses into EDEExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

The COD System sends one Response document for each Common Record document submitted.

Web-Generated Responses

All Web-generated Responses are Full Responses.

Records, Layouts, and Processes

For further information, see *Volume II: Common Record Technical Reference*.

The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

8. Use the Query function in EDEExpress to extract student information from the records and print the information to a file for the bursar's office.
9. Export the updated records to an ASCII file from EDEExpress using the Export External function.
10. Load the file of updated records to your mainframe or third-party software.
11. Make corrections to the student records as needed.

Common Record Documents

Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2017-2018 Award Year, the Common Record is submitted in one of two ways:

- Document submission
- Online submission using the COD System's Web site

EDEXpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

EDEXpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

The Document Integrity Rule

EDEXpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

Tracking Document IDs

Schools should track document IDs on their systems. The EDEXpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDEXpress have the same format. The format is CCYY-MM-DDTHH:mm:ss.ff9999999.

Document submission is the option for EDEXpress users.

Online Submission

For questions regarding online submissions using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

Transmitting to SAIG

For more information regarding transmitting to SAIG, see the SAIG Host Communication Guide on fsdownload.ed.gov.

The first segment of the document ID identifies the date the document was exported from EDEExpress. The date is represented in `CCYY-MM-DD` format.

`CC` = Century

`YY` = Year

`MM` = Month

`DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDEExpress. The time is represented in a `HH:mm:ss.ff` format.

`HH` = Hour

`mm` = Minutes

`ss` = Seconds

`ff` = Hundredths of a second

The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

Combination System Message Classes

Volume III, Section 2: Combination System Message Classes, of this technical reference provides the 2017-2018 Pell, TEACH Grant, and Direct Loan EDEExpress message classes.

Combination System Record Layouts

Interfacing your school's system with EDEExpress reduces the effort of preparing data by importing student data from your existing systems into EDEExpress. You can also take advantage of the built-in edits in EDEExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDEExpress, you can create a customized export file to share the data with your school's other systems.

Volume III, Section 3: Combination System Record Layouts of this technical reference contains the record layouts that enable you to use EDEExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.

Imports

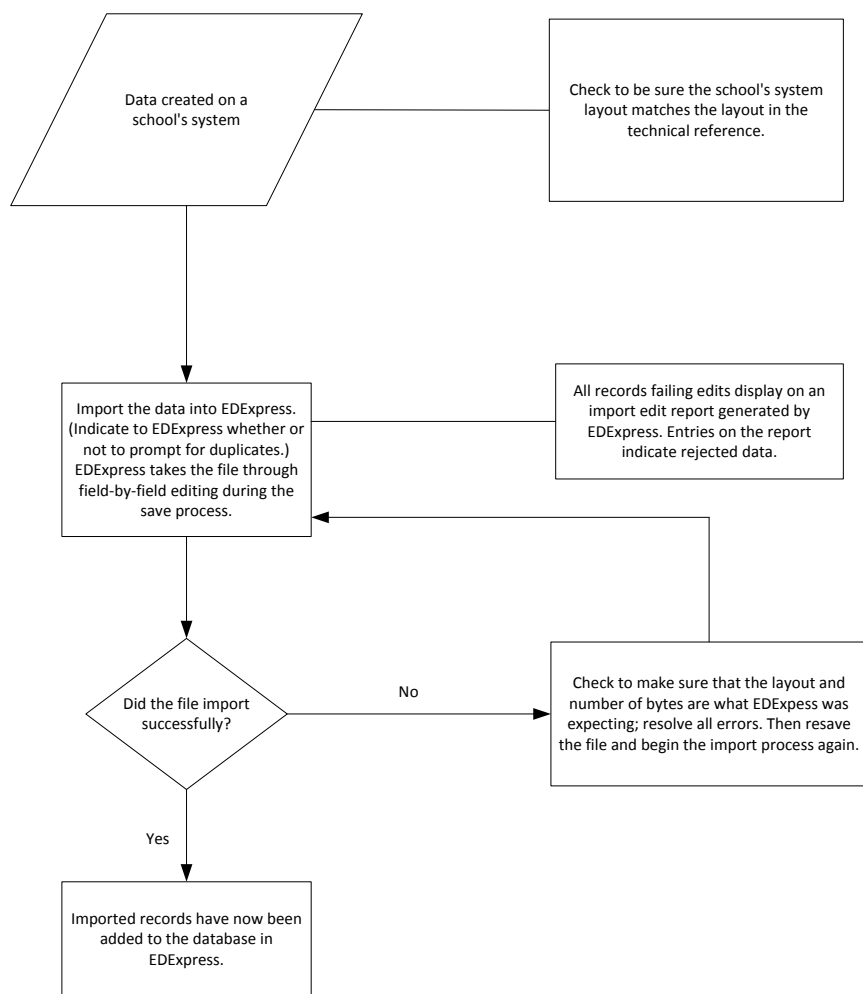
The import process enables you to quickly add and update both origination and disbursement records using a combination of EDEExpress and your school's system or third-party software. Remember, to import data from another system to EDEExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

EDEExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

External Import



Import External Add or External Change Records

The basic steps for importing external data into EDEExpress are:

1. Select **File, Import** from the menu bar.
2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.
3. Click the **down arrow** on the Import Type box to display a list of file types to import.
4. Select the file type.

For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

For TEACH Grant, choose **External TEACH Grant Data**

5. Confirm that the default file name and data directory you established in Setup appear in the Import From box.

Or, if you want to import from a different file name, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the file name in the box automatically.

6. Click **Printer, File**, or **Screen** as the report output destination.

If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the file name in the box automatically. Remember that if you print to a file, no hard copy is printed on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.

7. Select the checkbox at the Prompt for Duplicates option if you want EDEExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.
8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.
9. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.
10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDEExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

If you do not select the Prompt for Duplicates checkbox, EDEExpress automatically skips duplicate records.

With the prompt for duplicates option selected, EDEExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDEExpress does not prompt you when it finds duplicates during the process
- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDEExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDEExpress database.

End-of-Entry Edits

During the External Import process, EDEExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see “Invalid Value” errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDEExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDEExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDEExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

The import processes for TEACH Grant external data and Pell external data only require those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

Pell External Imports

This section contains information on processing Pell awards using EDEExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDEExpress, you can import external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import these external files.

Changes to a Pell Grant origination record use the same record layout as adding an origination record and apply to the entire award period.

External Origination Add/Change Record

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGEO18OP message class so that it can be located more easily for import into EDEExpress.

Reminder: To address Gainful Employment data reporting requirements, you are now required to provide a Program Profile Code and Enrollment Status when creating new Pell records in EDEExpress using a Pell External Origination Add file.

External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGED18OP message class so that it can be imported into EDEExpress.

Include Records in Next Document Submission

If you select "Include Records in Next Document Submission?" in the Import dialog box, EDEExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to R (Ready to export).

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an R status until the record is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission?, you must use the multiple entry feature in EDEExpress or set the origination records to R (Ready) one at a time. See the online Help in EDEExpress for information on multiple entry.

You can import PGEO18OP files with records with a blank Enrollment Status; however, the origination records created will not be set to an R (Ready) status, even if you select "Include Records in Next Document Submission?" in the Import dialog box, until you update the Enrollment Status to a non-blank value.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the R status.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

Import Edit Report

The Import Edit report statistics indicate the number of records added, read, updated, rejected, or skipped.

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

Direct Loan External Imports

In the COD System process, the award ID is the loan ID.

This section contains information on importing and processing Direct Loans using EDEExpress in combination with your school's system.

External Import Add

See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

When importing new records into the Direct Loan database in EDEExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA180P` message class so that it can be located more easily for import into EDEExpress.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDEExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDEExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDEExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDEExpress assigns 001 as the loan sequence number.

More about the Loan Data Add File Layout

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name, date of birth, and Student Eligibility Code. In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked “Required Field to Save Record” in the External Import Loan Origination Add file (DIEA) record layout.

EDEExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (Not ready to send to COD). For more information on origination record data that must be entered in EDEExpress to perform the origination process for a given loan type, see the *Direct Loan Fields Required for Origination* table earlier in this section.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

150% Direct Subsidized Loan Limit and Gainful Employment Fields

EDEExpress includes multiple Direct Loan fields that address data reporting requirements for disbursements that are related to Gainful Employment and the 150% Direct Subsidized loan limits. These fields include (but are not limited to) the Subsidized Usage Limit Applies, CIP Code, Payment Period Start Date, and Enrollment Status.

Values for some of these fields are added to loan records automatically by selecting a specific setup profile, such as a Disbursement Profile Code or Program Profile Code. Other values, such as the Enrollment Status or the new, optional Enrollment Status Effective Date and Program Attendance Begin Date fields, must be added or updated individually.

When building Direct Loan external add files, note the following tips to help ensure you are providing all required disbursement data elements:

- If you leave the Subsidized Usage Limit Applies value blank in your external import add file, EDEExpress sets the field value on the loan record to **No** (Subsidized Usage Limit Does Not Apply) automatically.
- If you include a disbursement profile code in your external import file, EDEExpress adds the payment period start date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created on the Disburse tab as a result of the import. If you do not include a disbursement profile code in an external add file, you must provide a payment period start date value for each anticipated disbursement in a subsequent update using manual entry, Direct Loan Multiple Entry, or an external change import file

Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- You are now required to provide a valid Program Profile Code value for each loan record you create using an external import file. EDEExpress uses the Program Profile Code assigned to the loan record to update required disbursement fields using the values you defined for the fields in Program Profile setup.
- When importing external data, EDEExpress uses the Enrollment Status field value in your file to update the corresponding field on the Disburse tab and each anticipated disbursement record in the Disburse tab grid.

External Import Change

This type of import enables you to submit changes from your school's systems to the EDEExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC180P` message class so that it can be imported into EDEExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `s013` (borrower's telephone number) and `s101` (student's local address city), field `s013` should appear first in the change record, followed by field `s101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

To update the value for any of the following fields associated with an actual disbursement, you must modify the Program Profile Code (field change number S023) associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. These fields no longer have unique change numbers that can be used in an External Import change file.

Formatting Corrected Values

Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of “900,” the correction record would display 00900 with 45 blank spaces.

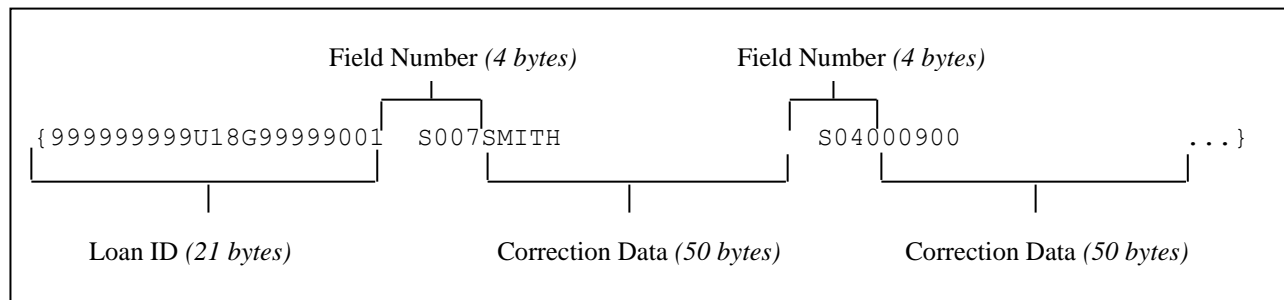
Example

Two changes are submitted to a loan record whose ID is

999999999U18G99999001:

- A change in the borrower’s last name to SMITH, and
- A change in the first anticipated disbursement gross amount to \$900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:



Importing Actual Disbursement Data into EDEExpress

You can create a change record to import actual disbursement data from an external institutional system into EDEExpress. To do this, use the External Import Change record layout (DIEC18OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

A change record may include the following disbursement change fields:

Field	Change Field Number
Disbursement Number	D003
Disbursement Date	D004
Net Adjustment Amount?	D006
Action Date	D009
Action Amount (Actual Disbursement)	D007
Payment Period Start Date	D008
Enroll OPE ID	D010
Program Profile Code	S023
Enrollment Status	S020
Enrollment Status Effective Date	S027
Program Attendance Begin Date	S028

See “Enhancements and Changes to EDEExpress 2017-2018” earlier in this section for more information on the expanded use of the Program Profile Code and new Gainful Employment reporting requirements for disbursements.

For the initial actual disbursement (sequence #01), you only need to provide the Disbursement Number (D003); the remaining data (with the exception of Net Adjustment Amount, which only applies to actual disbursement adjustments) is pulled from the anticipated disbursement record unless you include modified values for those fields.

The Enrollment Status Effective Date and Program Attendance Begin Date are not yet required by the COD System, and will not be stored or processed at this time if sent as part of the Common Record.

The gross, fee, interest rebate, and net amounts, and Enroll OPE ID, Enrollment Status, Payment Period Start Date, Enrollment Status Effective Date, and Program Attendance Begin Date changes are sent to the COD System for all anticipated and actual disbursements. Field values associated with the Program Profile Code assigned to the loan record are also sent to the COD System.

Disbursement records can be recorded in EDEExpress by entering either actual gross or net amounts. EDEExpress calculates the other amounts. You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDEExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

The Action Date (change field number D009) is an optional field that can indicate the date the disbursement adjustments you are making were made at your school or another critical date you want to track internally as part of each disbursement. The Action Date value is not sent to the COD System.

EDEExpress allows you to adjust any financial or non-financial data element associated with an actual disbursement in the same disbursement sequence number. When you provide an actual disbursement adjustment using an external change file, you are only required to provide the Loan ID, the new sequence number, values for the disbursement number (change field number D003) and the change field numbers and values associated with the actual disbursement data elements you are adjusting. You can also include an Action Date (change field number D009) value, although it is not required or sent to the COD System.

You can also adjust the Payment Period Start Date (change field number D008) or Enroll OPE ID (change field number D010) in the same sequence number as other actual disbursement data elements.

For example, if you are adding a new sequence number to adjust the disbursement amount and disbursement date associated with disbursement #1, you would include the following change field numbers in your external change file (after the Loan ID and new sequence number):

- D003 (Disbursement Number)
- D004 (Disbursement Date)
- D007 (Action Amount)
- (Optional) D006 (Net Adjustment Amount?)

If you set the value for the "Net Adjustment Amount?" (change field number D006) field to **Y** in your change record, EDEExpress interprets the positive or negative value provided in the Action Amount field (change field number D007) as the amount of the adjustment to the net disbursement amount of the previous sequence number.

When you add or adjust a disbursement, EDEExpress pulls the latest Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Date from the Disburse tab for the new actual disbursement sequence number. If you include a new value for these fields in your external change file, EDEExpress updates the values on all anticipated disbursements, as well as including the new value in the disbursement sequence number created for the actual disbursement you are adjusting.

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/12/2017	01		
First Adjusted Disbursement Amount	01	09/12/2017	66	01	09/15/2017
Second Adjusted Disbursement Date	01	09/13/2017	02	66	10/03/2017

Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the inactive flag in EDEExpress, a dialog box appears with two options.

Option 1 Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2 Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

If the sum of actual disbursements is changed to \$0, EDEExpress displays a message suggesting that you may also want to change the loan amount approved to \$0.

The following scenarios demonstrate this process:

Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to \$0 or select the loan as inactive and select the option to reduce the loan amount approved to \$0.
2. Save the record.
3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

The save process within EDEExpress automatically reduces each anticipated disbursement to \$0.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.
5. EDEExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to \$0 and send in a Common Record that contains the adjusted disbursement record to the COD System.
2. At the same time, reduce the loan amount approved to \$0 or select the loan as inactive and select the option to reduce the loan amount approved to \$0.
3. Save the record.
4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are **not** recalculated.
2. Enter new anticipated disbursements with new disbursement numbers.
3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

Scenario C

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to \$0.
2. Adjust the Loan Amount Approved to \$0 on the origination record (to allow for recalculations of the 150% Direct Subsidized loan limits).
3. Export a Common Record that contains the adjusted disbursements and Loan Amount Approved to the COD System.
4. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and dates in a disbursement adjustment transaction.

5. Export the Common Record to the COD System to report the adjusted disbursement amounts and dates.

Prompt for Duplicates

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDEExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDEExpress creates a new loan record and prompts you again when the next duplicate record is found. EDEExpress assigns the next highest loan sequence number.
- **Create All** – EDEExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDEExpress assigns the next highest loan sequence number.
- **Skip** – EDEExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.
- **Skip All** – EDEExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

Loan Types in the Database

EDEExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDEExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

The EDEExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDEExpress functionality. This internal loan type is not submitted to the COD System. EDEExpress uses the existing PLUS loan identifier (P) when creating the Grad PLUS loan ID.

Importing Disbursement Profile Codes into EDEExpress

Note the following guidance regarding importing disbursement profile codes into EDEExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, anticipated disbursement dates, or payment period start dates (disbursement profile code must already be defined in EDEExpress setup.)
- You can include a new disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates (EDEExpress adds this disbursement profile code with the dates you provided to EDEExpress setup.)

You must provide the Payment Period Start Date associated with each anticipated disbursement date in disbursement profile codes marked for use with the Direct Loan module.

- You can include loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates without a disbursement profile code. EDEExpress creates a generic disbursement profile code in EDEExpress setup.

Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan file format you use for the export.

External Exports (Pell, TEACH, and Direct Loan)

The Export function in EDEExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

The Admissions Office staff members at your school are compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDEExpress. You would follow these basic steps:

- Identify the fields** on the loan record that collect the information needed by the Admissions Office.
- Create a file format** that contains those fields using the File Formats tool in EDEExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the Help system in EDEExpress for information about creating and using file formats.)
- Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDEExpress knows what format to use. In other words, EDEExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff members told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export to File dialog box and proceed with the export.
- Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDEExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select **Tools** from the EDEExpress menu bar to access the File Format function.

File Formats

File Formats is a utility in EDEExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDEExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDEExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Create File Formats

The specific steps to create a file format in EDEExpress follow.

1. Select **Tools, File Formats** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.
4. Type a two-character format code for the file you are creating. The code must be unique.
5. Type a description of the format you are creating.
6. Click the **down arrow** on the right to scroll through the list of fields.

You are limited to selecting 255 fields at one time.

7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDEExpress main window.

For more information on file formats, see the online Help in EDEExpress.

Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File, Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).
3. Click the **down arrow** on the Export Type box to display and select from a list of data types to export.

For Pell, select **External Export**.

For TEACH, select **External Export**.

For Direct Loan, select **External Loan Data**.

4. Confirm that the default file name and data directory you established in Setup appears in the Export To box.
5. (Optional for Direct Loan) Set export status to **Y** (Yes), **N** (No), or **B** (Both). Export status refers to the export to external flag in the database. Choosing export status as **Y** in the Export dialog box exports all records with the export to external system flag set to **Y**. After the export process completes, this flag is set to **N**.
6. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See “File Formats” in this section and the Help system in EDEExpress for information about creating and using file formats.)

Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type **G** (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.
8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.
9. Click **OK** to export the file. EDEExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.
10. Click **OK** to close the Export Statistics dialog box.

The Query Function

EDEExpress includes an SQL-based query function that offers flexibility in locating and extracting information from the records in your database for whatever purpose you may have. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the EDEExpress Help system in the software.

What is a Query?

A query is a request for certain records from your EDEExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDEExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDEExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

Query Examples

Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
AND
(EFC - PELL = 0)
```

Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDEExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDEExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available in the Query window.

Predefined Queries

See the Help system in EDEExpress for a complete list of predefined queries.

To get you started, EDEExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

Create a Query

The specific steps to create a query in EDEExpress follow.

1. Select **Tools, Query** from the EDEExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the **down arrow** in the operator field to select an operator.

7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.

8. Click the **Append** button to add the query statement to the criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

Combination System Edits

Volume III, Section 4 of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDEExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

Pell Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	<p>Description: For a Pell Grant record, EDEExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDEExpress calculated amount, the record will not import.</p> <p>Resolution Steps: Confirm each record has the correct award amount for the entire year in the External Add file.</p> <p>Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDEExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.</p>
1550	<p>Description: This edit results when the student's date of birth in the External Origination Add file is blank.</p> <p>Note: This edit applies to Pell Grant origination records.</p> <p>Resolution Steps: Add the student's date of birth in CCYYMMDD format to the External Add file.</p>

Pell Grant

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	<p>ED assigns a funding methodology to schools that determines when a school can disburse funds. Note: Although EDEExpress accepts any date on or after 01/01/2017, the valid 2017-2018 date range for Pell Grant disbursement records is from the date the 2017-2018 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2023.</p> <p>1520 – Description: This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date.</p> <p>Resolution Steps: To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2017 and 09/30/2023 and is no more than 7 days greater than the current date.</p> <p>1540 – Description: This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date.</p> <p>Resolution Steps: To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2017 and 09/30/2023 and matches the current date</p>
1680	<p>Description: This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit.</p> <p>Resolution Steps: If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the External Origination Data file.</p>

TEACH Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	<p>Description: This edit occurs if Citizenship Status is equal to 3.</p> <p>Resolution Steps: Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.</p>
5007	<p>Description: This edit results when the student's date of birth in the External TEACH Grant Data file is blank.</p> <p>Resolution Steps: Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.</p>
5009	<p>Description: This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit.</p> <p>Resolution Steps: If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the TEACH Grant External Data file.</p>
5011 and 5012	<p>Description: These edits occur if the CIP Code (edit 5011) or Enrollment Status (edit 5012) field is blank in the External TEACH Grant Data file and you select the "Include Records in Next Document Submission?" checkbox in the EDEXpress TEACH Grant import dialog box. Both field values are required before a TEACH Grant record is ready for export to the COD System.</p> <p>Resolution Steps: Add the CIP Code or Enrollment Status value to the External TEACH Grant Data file and re-import.</p>

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	<p>Description: This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched.</p> <p>Resolution Steps: Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.</p>
5104	<p>Description: This edit occurs if the Amount Submitted and the Disbursement Date are the same as the Amount Submitted and Disbursement Date of the previous sequence number for this disbursement number.</p> <p>Resolution Steps: Change the Amount Submitted or the Disbursement Date (or both values, if needed) for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.</p>
5111	<p>Description: This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date.</p> <p>Resolution Steps: Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.</p>

Direct Loan

Direct Loan General End-of-Entry Edits

Edit	Description and Resolution Steps
1025	<p>Description: This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists.</p> <p>Resolution Steps: EDEExpress prompts you to adjust the actual disbursement to \$0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.</p>
1215	<p>Description: This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed.</p> <p>Resolution Steps: Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.</p>

Direct Loan Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1010	<p>Description: You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan.</p> <p>Resolution Steps: Correct either the student's date of birth or the parent's date of birth.</p>
1035	<p>Description: You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent.</p> <p>Resolution Steps: Change either the dependency status or the year in college.</p>
5005	<p>Description: You receive this edit if you attempt to update the CIP Code value to blank on a Direct Loan record with an Origination Status other than N (Not Ready to Send to COD).</p> <p>Resolution Steps: After you have originated a Direct Loan record in EDEExpress, the CIP Code field cannot be corrected to blank. The CIP Code value is required by the COD System for all Direct Loan anticipated and actual disbursements and must be provided on the Origination (Direct Loan) tab for all loan types before you can run the origination process in EDEExpress.</p>

Direct Loan MPN End-of-Entry Edits

Edit	Description and Resolution Steps
1065	<p>Description: You receive this error: If the MPN status is changed to S and the current MPN status is not P, or If the current MPN status is not an R and the MPN print indicator is F, on-site custom system.</p> <p>Resolution Steps: Change the status to P, then change the status to S.</p>
4006	<p>Description: You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M.</p> <p>Resolution Steps: Change the current MPN status to R or P. Then, change the MPN status to T.</p>

TEACH Grant Appendix



Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS is available at StudentLoans.gov. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. For more information on TEACH Grants, visit studentaid.ed.gov/types/grants-scholarships/teach.

The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma or a GED certificate or the equivalent or was home-schooled.

EDEExpress requires that you provide a Student Eligibility Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

TEACH Grant functionality is installed as a separate module in EDEExpress 2017-2018, Release 2.0 and subsequent releases, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (CRAA18OP). EDEExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (CRAA18IN) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below, we provide additional detail and guidance to EDEExpress combination users regarding the TEACH Grant module.

EExpress Setup Requirements for the TEACH Grant

COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose **COD**.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools, Setup** from the menu bar, then choose **COD, School, TEACH** to access School setup.

The values for Funding Method are:

- 1 (Advance Pay)
- 2 (Cash Monitoring 1 – CM1)
- 3 (Cash Monitoring 2 – CM2)
- 4 (Reimbursement)

Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools, Setup** from the menu bar, then choose **COD, System** to access System setup.
- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools, Setup** from the menu bar, then choose **COD, Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2017.

We recommend you select a default Enrollment Status value in School Setup to prepare TEACH Grant records more quickly for processing by the COD System. The Enrollment Status field value is required on the Origination (TEACH Grant) tab to prepare TEACH Grant records for export.

All eight digits of the School OPE ID are required.

The School OPE ID is specific to TEACH Grant origination records, and can be different than 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

A list of eligible majors and their corresponding CIP codes is available on the National Center for Education Statistics (NCES) Web site at <http://nces.ed.gov/ipeds/cipcode>.

Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- **CIP Codes** - This setup option enables you to define multiple Classification of Instructional Programs (CIP) Codes that you can later assign to Program Profiles used to create or modify TEACH Grant records. The CIP Code values you define in this setup option can be selected in Program Profile Setup (**Tools, Setup, COD**) by clicking the ellipsis button (...) next to the CIP Code field on the setup dialog box.

The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digit) representing the student's college major, is required for all anticipated and actual TEACH Grant disbursement records.

- **Program Profiles – New for 2017-2018!** This setup option enables you to define default values for multiple data elements required on each TEACH Grant record, saving you data entry time. You are now required to assign a Program Profile Code to each new TEACH Grant record when you add the record. The Program Profile Code is an EDEExpress-only field and is not sent to the COD System. However, EDEExpress exports the field values associated with the Program Profile assigned to the TEACH Grant record to the COD System in the COD Common Record (CRAA18IN).

The Program Profile Codes you define in this setup option can be selected by clicking the ellipsis button (...) next to the Program Profile Code field in the Import dialog box and Disburse tab.

The Program Profile Code is also now required when adding TEACH Grant records using an external TEACH Grant Data file (TGED18OP).

Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools, Setup** from the menu bar, then choose **Global, Security Groups**.

User Database Setup

The User Database (**Tools, Setup, Global, User Database**) in EDEExpress can be used to track TEACH Grant award criteria. For example, you can create “YES OR NO” fields to track information such as students receiving comment code 281 on their ISIRs, scoring above the 75th percentile on college admissions tests, or maintaining a cumulative GPA of at least 3.25.

Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (TGED18OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference to create or modify an ASCII file of the required data and import the file into EDEXpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2017 or later. Select **File, Import** from the menu bar, then choose **TEACH, External TEACH Grant Data (TGED)**.

Use the latest version of the TEACH Grant External Data Add/Change record layout in *Volume III, Section 3: Combination System Record Layouts* to add or modify TEACH Grant records in EDEXpress 2017-2018.

Gainful Employment Reporting

New for 2017-2018! To address Gainful Employment reporting requirements, we updated the TEACH Grant External Data Add/Change record layout (TGED18OP) to add Program Profile Code as a required field and the Enrollment Status Effective Date and Program Attendance Begin Date as optional fields.

These three new fields can be added or changed on TEACH Grant records at the record level or individual disbursement level using external import. If you modify the record-level fields, the values provided are applied automatically to all remaining anticipated disbursements for the record and any future adjustments to actual disbursements. If you modify the disbursement-level fields, the changes you provide are only applied to the new sequence number of the actual disbursement number designated.

As with the Pell and Direct Loan modules, the Enrollment Status Effective Date and Program Attendance Begin Date are optional fields that are not required by or stored in the COD System for 2017-2018.

Actual Disbursement Adjustments

EDEXpress enables you to adjust multiple TEACH Grant actual disbursement fields, including amount and date, in the same sequence number. You can make these adjustments manually on the Disburse (TEACH Grant) tab, use TEACH Grant Multiple Entry, or import an External TEACH Grant Data file (TGED18OP).

If you include updated Enrollment Status values in your external TEACH Grant Data file, the corresponding field on the Origination tab is updated, as well as the Enrollment Status associated with each anticipated disbursement on the Disburse tab, provided they are not batched for processing (Disbursement Status of **B**). If the anticipated disbursements are batched, the updated Enrollment Status is skipped during the import; you will need to correct the anticipated disbursements to the new Enrollment Status after you receive and import the COD Common Record Response (CRAA18OP) for the record.

To update the value for any of the following required fields associated with a TEACH Grant actual disbursement, you must modify the Program Profile Code associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the StudentLoans.gov Web site. The ATS cannot be printed from EDEExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (CRAT18OP) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File, Import** from the menu bar, then choose **TEACH, COD Common Record Response**. When you import this response file, EDEExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (CRAT18OP) containing ATS data for which there is no TEACH origination record in EDEExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDEExpress and submit it to the COD System. The ATS Status in EDEExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (CRAA18OP) indicating an accepted ATS is already on file and updates the ATS Status in EDEExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (CRAA18OP). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (CRAT18OP) is created and returned to the school. When the school imports the file into EDEExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

Where to Get More Information

- EDEExpress 2017-2018 Help System. For basic guidance and information on using the EDEExpress software, select **Help, Help Topics** from the EDEExpress menu bar. You can view the main list of EDEExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.
- The TEACH Grant page of the Student Aid on the Web site, located at studentaid.ed.gov/types/grants-scholarships/teach.
- TEACH Agreement to Serve information is located at StudentLoans.gov.
- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the ifap.ed.gov Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.
- The *2017-2018 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of fsadownload.ed.gov.
- If you need technical support for EDEExpress, call CPS/SAIG Technical Support at:
 - (800) 330-5947
 - (800) 511-5806 (TDD/TTY)

Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail as soon as possible.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at:
 - (800) 474-7268, for Grants
 - (800) 848-0978, for Direct Loans.

You can also e-mail CODSupport@ed.gov.

- If you have other questions regarding the TEACH Grant, contact Federal Student Aid's Research and Customer Care Center (RCCC) at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at fsa.customer.support@ed.gov. Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.